



Department of Public Safety and Correctional Services

Office of the Secretary ♦ Human Resources Services Division

6776 REISTERSTOWN ROAD • SUITE 309 • BALTIMORE, MARYLAND 21215-2341
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CORRECTIONAL STANDARDS

MARYLAND PAROLE
COMMISSION

CRIMINAL INJURIES
COMPENSATION BOARD

INMATE GRIEVANCE OFFICE

CONTRACTUAL POSITION

Recruitment For: HIV Testing & Release Coordinator (Administrative Officer III)

Salary: \$18.29 hourly rate, effective 7/1/10

Closing Date: July 9, 2010

Position Duties: This is an administrative position for an LPN requiring regular use of independent judgment and analysis in applying and interpreting administrative plans and / or policies. Position will perform administrative responsibilities involving the analysis of operational programs or procedures, with recommendations for improvements, specifically in the area of HIV/AIDS testing and follow up into the community.

Minimum Qualifications:

Education - Possession of a bachelor's degree from an accredited four-year college or university.

Experience - Three years experience in administrative staff work or professional work.

NOTES:

1. Candidates may substitute additional experience in administrative staff or professional work on a year-for year basis for the required education.
2. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 semester credit hours for each year of the required experience.
3. Valid driver's license is required.

Mail State Application (MS100 Form) to:
MD Department of Public Safety & Correctional Services
Attn: Dawn Croxton – HIV Coordinator
6776 Reisterstown Road, Suite 309
Baltimore, MD 21215-2342

Application forms (MS100) may be obtained from the, the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3092 or downloaded from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer